



Catalyst Abstract Submission User Guide



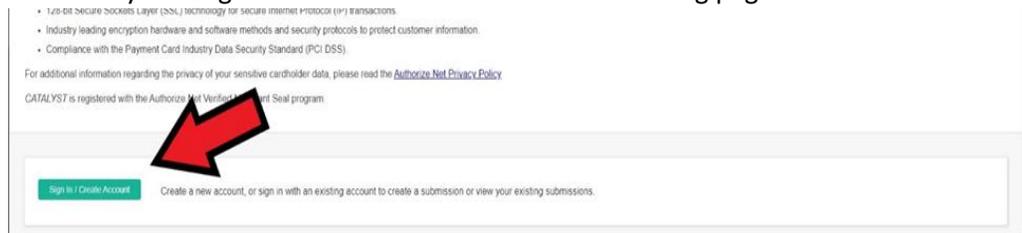
- Before you begin, please **save and review the following resources!**
 - **Abstract template with content guidelines here:** <https://2023.biomaterials.org/abstract-format>
 - **Author requirements here:** <https://2023.biomaterials.org/author-requirements>
 - **General submission details here:** <https://2023.biomaterials.org/submission-information>

These guidelines and policies must be followed for all abstract submissions, so please review them carefully! Failure to follow the guidelines could prevent acceptance of abstracts.

- Review the abstract categories here: <https://2023.biomaterials.org/submission-categories>
- There is a \$25 submission fee for all abstracts submitted by October 21. Abstracts submitted after October 21 are subject to a \$50 submission fee.

Submission Instructions

1. Welcome to the SFB 2023 Abstract Submission Process. To begin, sign in or create a new account by clicking the button at the bottom of the landing page.





2. Once you have signed in, you will see 'My Submissions' at the bottom of the instructions page. Here you will see your submission(s). **To create a new submission, click the 'New Submission' button.**



3. Your new submission will begin on the 'Information' page. Review the instructions and download the resources if you have not already done so already and click the 'Next' button at the top of the page when you have finished.



4. In this portion of the application, you will be submitting abstract information and uploading your abstract in PDF format. When you are finished the 'Abstract' portion of your application, be sure to click the 'Save' button and then the 'Next' button. Submit only ONE abstract for each presentation.



HOME | 2023 Society For Biomaterials | Call for Abstracts (2023 Society For Biomaterials Collection)

[0700_1006_0000] **ABSTRACT SUBMISSION** Share

Information **Abstract** Submitter Authors Disclosures Submission Fee

If you are a member of the Black or LatinX community, and would you like to be considered for presentation in the Black & LatinX voices in Biomaterials session, please click here.

Black & LatinX Voices Consideration

STAR *
Would you like to be considered for STAR?
Student Travel Achievement Recognitions (STARs) are self-nominating upon abstract submission. During abstract submission, students may identify up to three (3) Special Interest Groups (SIGs) to consider his/her abstract for a STAR. Student status is verified by the advisor via a letter which must be submitted along with the abstract. STAR recipients receive a certificate of their distinction, and a \$250 award at the Annual Meeting.

Yes
 No

Post Doc Research Award *
Would you like to be considered for the Postdoc Research Award?

Yes
 No

Please click "Save" as needed to save your progress. Click "Next" to continue.

< Back Next >

Last updated on Jul 21, 2022 11:53 AM (UTC-04:00) Save Submit Withdraw Print

5. The next page of the application is the Submitter page. The email address entered here should be checked for accuracy so that the submitter can receive important details regarding their abstract and relay it to the other authors of the abstract. Save and hit 'Next' once you are finished with this page.

HOME | 2023 Society For Biomaterials | Call for Abstracts (2023 Society For Biomaterials Collection)

[0700_1006_0000] **TEST TITLE** Share

Information **Abstract** **Submitter** Authors Disclosures Submission Fee

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Submitter
The submitter will receive the submission confirmation and all communications from the collection site. This person does not need to be an author of this paper, and will not be listed among the authors. All authors should be listed above.

First Name * **Middle Name or Initial** **Last Name ***

Email Address * **Confirm Email Address**

Please click "Save" as needed to save your progress. Click "Next" to continue.

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6. On the Authors page, it is crucial to follow the order of instructions for adding your abstracts' authors and affiliations.

Authors Disclosures Submission Fee

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Entering Authors

STEP 1

Add **all** authors to the Authors list.

STEP 2

Add **one** affiliation to the Affiliations list.

STEP 3

Associate the authors with the affiliation.

Repeat steps 2 and 3 until all affiliations have been added.

7. When inputting authors, you can create a new author or select an existing author in the Catalyst system. **One author must be designated as the Presenting Author.**

Authors *

For each author, please click "[+] Create Author" below and complete the author's information.

- Click to collapse or expand an author's record.
- To rearrange an author's order, click the icon and drag up or down.
- Authors will be published in the order below. Only authors listed below will appear in the final program. Author information will not be pulled from uploaded files.
- Please designate **one person only** as the Presenting Author for the submission.

No authors entered.

8. When creating a new author, **you must complete their information as you would like it formatted for presentation.** Author information input during this stage is what SFB utilizes for the final program.

▼ Author 1

Role *

Presenting Author Is this the Presenting Author of this abstract? Only one (1) author of this abstract can be selected as the Presenting Author.

Co-Author

Salutation/Greeting

First Name *

First name only. Do NOT include middle names or initials.

2nd Initial **3rd Initial** 2nd and 3rd Initials are optional.

Last Name *

Surname or family name only. Do NOT include credentials (Ph.D, MD, etc.)



9. Continue adding details for the first author. Once all accurate information has been input for your first author, continue adding all authors by clicking the 'Create Author' button or the 'Select Author' button. All authors should be added before continuing to the next step.

Generation
If applicable.

Degrees/Credentials
Post-nominal abbreviations such as: PhD, MBA, PE.
Terms like "Professor" or "Grad Student" are NOT credentials.

Email Address *

Department
You will identify institution in the next section.

+ Create Author **+ Select Author** **▼ Collapse All** **...**

10. Once all authors have been added, you may begin inputting affiliations. You can create affiliations or select affiliations, similar to the way you can create and select authors.

Affiliations *

For each affiliation, please click "[+] Create Affiliation" below and complete the information.

- Click **▼** to collapse or expand an affiliation's record.
- To rearrange an affiliation's order, click the **+** icon and drag up or down.
- After creating an affiliation, you must select which authors belong to that affiliation.

No affiliations entered.

+ Create Affiliations **+ Select Affiliations**

11. When adding an affiliation, be sure to accurately enter all institution details.

▼ + Affiliations 1

Institution Type

Institution *
Name of institution only. Do NOT include department or address information (city, state, country, postal code).

Phone **Fax**

Street Address 1 *
Street only. Do not include city, state, country, etc.



12. After creating an affiliation, be sure to match authors to that affiliation. Save and select 'Next' when you have finished this page.

Street Address 1 *
Street only. Do not include city, state, country, etc.

Street Address 2 City *

Country * Postal Code *

Match Authors 

Now you must select which authors in the Authors list match each affiliation.

1. Click the blue "Add authors" button below.
2. Check the box next to the name of each author related to this affiliation.
 - Each author must be matched to at least one affiliation.
 - You must follow this step even if you have only one author or affiliation.
3. Click **Add**.

To remove an Author from an Affiliation, click the  icon to the right of their name in the list below.

Authors *

13. . On the final part of your abstract application, you must pay the abstract submission fee. Click the 'Purchase' button once you have selected your submission fee.

is

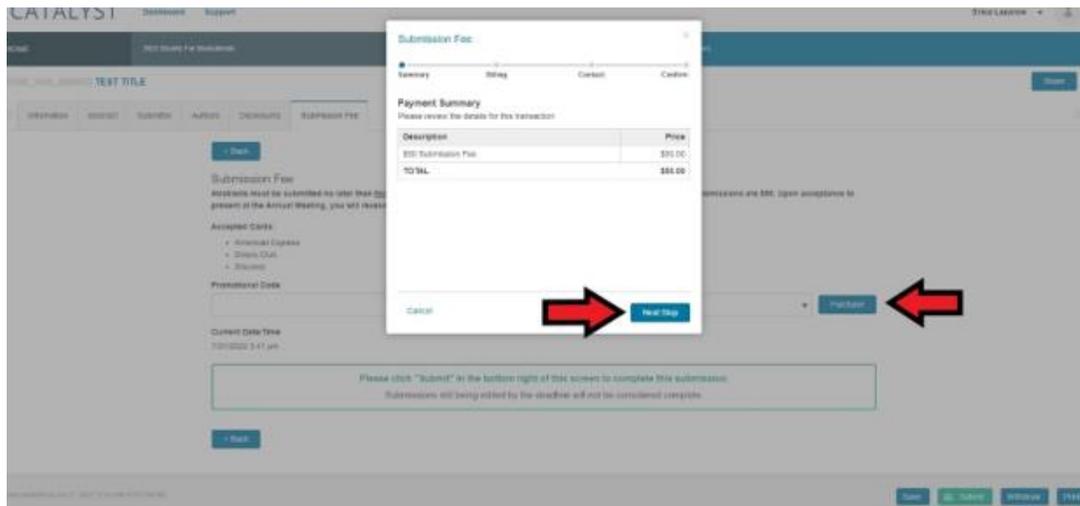
- JCB
- Mastercard
- Visa

Submission Fee *

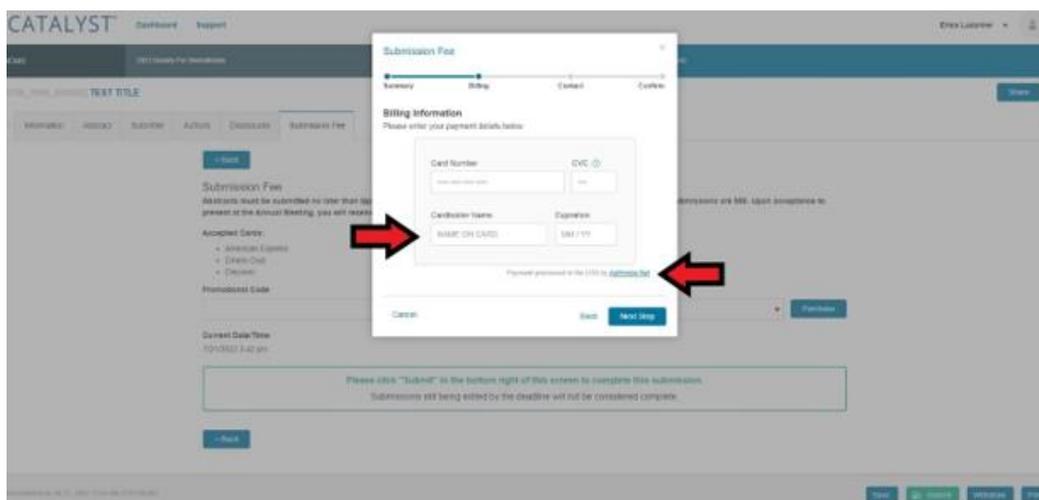
\$25 Submission Fee
\$50 Submission Fee



- Clicking the blue 'Purchase' button will open a pop-up window to pay for your abstract fee. Confirm the payment summary, then click 'Next Step'. (PLEASE NOTE: paying your abstract fee does not automatically register you for the 2023 Annual Meeting. Meeting registration will occur separately through the meeting website. You may submit as many abstracts as you wish, however, only one \$25 discount code may be applied to your registration.)

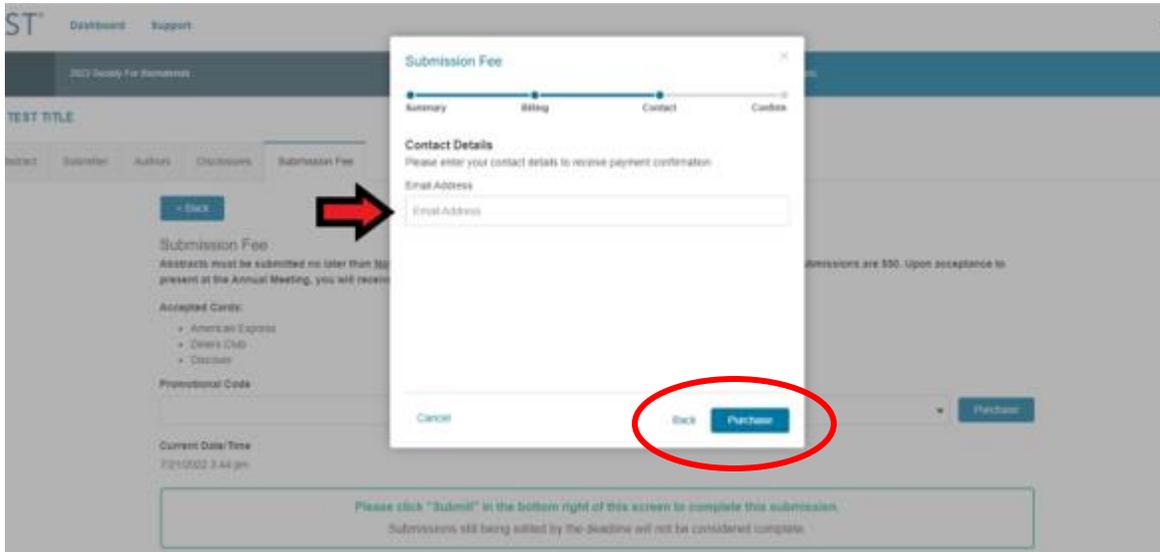


- In the billing window, please enter accurate payment details for your abstract fee. Catalyst utilizes Authorize.net for purchases, so this pop-up window is a part of your submission process. Click 'Next Step' when you have finished inputting your payment details.





16. Enter the same email address as previously provided on the Submitter page to ensure that all important notifications are sent to the same person, to be shared with other authors. **Click 'Purchase' when you are finished.**



17. Once you have completed your purchase, the 'Purchase' button will be replaced with text confirming that you have paid, and a 'Receipt' button will appear:

Submission Fee

This is a confirmation that your payment of [varies based on date of submission] was successfully sent to 2023 Society For Biomaterials on Aug 9, 2022 3:28 PM for submission: 0700_1006_000002 TITLE OF ABSTRACT. A confirmation email has been sent. You may also view, print, or take a screen shot of a receipt for your records by clicking on the 'Receipt' button."





- 18.** Click Save and then **REVIEW YOUR ENTIRE SUBMISSION FOR ACCURACY BEFORE CLICKING SUBMIT!** Once you have submitted, you will be unable to edit your submission.
- NOTE: Paying for your abstract fee does NOT submit your abstract. You MUST click the 'Submit' button in order for your abstract application to be fully submitted.**

Submission Fee

Abstracts must be submitted no later than **November 10, 2021 at 11:59 PM EST**. This deadline will not be extended. All abstract submissions are \$50. Upon acceptance to present at the Annual Meeting, you will receive a \$25 registration discount code.

Accepted Cards:

- American Express
- Diners Club
- Discover
- JCB
- Mastercard
- Visa

Promotional Code

Submission Fee *

Current Date/Time
7/21/2022 3:45 pm

Please click "Submit" in the bottom right of this screen to complete this submission.
Submissions still being edited by the deadline will not be considered complete.

updated on Jul 21, 2022 11:53 AM (UTC-04:00)

Please reach out to info@biomaterials.org with any questions or concerns. Thank you!